Maine EMS Examination Committee Meeting

Tuesday, September 21, 2004

Maine EMS Conference Room, Augusta

Minutes

Present: Jacky Vaniotis – Chair, Trisha Coleman, Joanne LeBrun, Gary Utgard, Kelly Roderick, Darrell Gilman

Absent: Rick Doughty, Bob Hawkes, Travis Norsworthy

Staff: Drexell White

1. **Call To Order** - The meeting was called to order at 9:30 a.m.

   A. Assign Timekeeper – Jacky Vaniotis

   B. Additions/Deletions to the Agenda - None

2. **Minutes – June 15, 2004, meeting minutes - review for acceptance**

The minutes of the June 15, 2004, meeting were reviewed

Motion: To accept the minutes of the June 15, 2004, meeting. (Utgard;LeBrun - motion carries).

3. **Old Business**

   1. **Paramedic Exam**

The Paramedic Exam Project Request for Information (RFI) was distributed to the committee for final comment. Consensus was to keep the deadline dates as written.

Motion: That the Paramedic Exam Project RFI be accepted as written and sent out (LeBrun; Gilman)

   2. **Student Handbook - Status**

No progress has been made on the Student Handbook due to lack of staff resources.

   3. **EMT-B Practical – Data Gathering**

Darrell Gilman presented the Excel spreadsheets that he developed for capturing practical exam data. He will revise per member comments and present at the October 2004 meeting.

   4. **Exam Considerations for Proposed Airway Module – Placeholder**

   5. **Issues log for tracking Exam problems – 10 minutes**

Staff will develop a tracking mechanism for all types of exam complaints.

4. **New Business**

5. **Next Meeting**

   A. Set Agenda - Next agenda to include:

   1. **Paramedic Exam**

   2. **Student Handbook - status**

   3. **EMT-B Practical – Data Collection Format**

      4.   Exam Considerations for Proposed Airway Module – placeholder

      5.   Issues Log for Tracking Exam Problems

   B. Set Date and Time

The next meeting is scheduled for October 19, 2004 at Maine EMS' new location at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1 in Augusta.

6. Adjournment - The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Drexell White